

Processing Faculty Moving Allowance

Faculty Hire Process

- Submit a Hire ePAF and enter the PRN#, which will use the same job code listed on the hiring proposal (see faculty instructor exception below) at 0.03 FTE and \$0.00 Comp rate. Please include the following documents/information on this ePAF:
 - CV
 - Offer and Acceptance
 - Clear to Hire
 - Education Verification
 - 3 letters of recommendation
 - Include in Comments/Notes:
 - Faculty Vote and vote date
 - “Early hire for moving allowance”

- Please note, that an el-9 should be submitted when the employee begins working for wages.

- For new faculty, please indicate the appropriate rank and rank title (blank for tenure-line). If tenure-line, please select ‘Non-Tenure on Track’ if not hired with tenure or the tenure process is not complete. If tenure process is complete, select as ‘Tenure’ and include the letter with the president approval in the documents.

- Once Hire ePAF has been processed and moving allowance has been paid out,
 - Submit an Edit Job ePAF to change effective date, FTE, comp rate, and tenure status (if applicable) to what is listed in the offer letter and note that documents were on original ePAF.

- Faculty Instructor exception. Please note, that if a candidate has not received the terminal degree for that discipline at the time of moving expense hire, please submit a Hire ePAF for the appropriate Instructor job code and note the original PRN# in the comments. Do not hire off of the PRN# unless the title is Instructor on the hiring proposal in PeopleAdmin.
 - Once terminal degree has been received, process a New Hire ePAF using the PRN# and include/edit the following: and include: 1) the education verification for terminal degree, 2) add degree to education section, and 3) update appointment data section with new rank title, and 4) mark that this person is leaving prior job box on last page of ePAF.

- International employees who require University sponsorship should not be paid with a moving allowance until after the employee has begun working at the University. This will avoid any negative implications in regards to immigration status and ensure they are work authorized at the University before wages are paid.